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Rec 2

LIAISON DIVISION, OCD 13 MARCH 1952

STAT ATTN : [redacted]
CHIEF, RECORDS MANAGEMENT &
DISTRIBUTION BRANCH
ACCESS TO WAR PRODUCTION BOARD RECORDS

STAT
STAT 1. REFERENCE IS MADE TO THE REQUEST OF [redacted] OFFICE OF RESEARCH AND REPORTS CONCERNING ACCESS TO WAR PRODUCTION BOARD RECORDS. INFORMATION PROVIDED HEREIN MAY SERVE TO GUIDE YOU IN OBTAINING THE SEVERAL TYPES OF FILES UNDER CONSIDERATION.

2. A NUMBER OF REQUESTS FOR WPB RECORDS HAVE BEEN RECEIVED FROM SEVERAL SOURCES SUCH AS CIA LIBRARY, INDIVIDUAL INTELLIGENCE ANALYSTS AND FROM YOUR OFFICE. THE REQUEST FOR QUESTIONNAIRES SENT TO 115 MANUFACTURERS OF MACHINE TOOLS HAVE FOR THE MOST PART RECEIVED COMPLIANCE.

3. A SMALL PORTION ONLY OF THE TOTAL ACCUMULATION OF WPB RECORDS IS LOCATED AT THE NATIONAL ARCHIVES. RECORDS SERIES IN THESE COLLECTIONS INCLUDE:

A. POLICY DOCUMENTATION FILES.
B. CARD INDEX FILE TO THE POLICY DOCUMENTATION FILES.
C. THESE CARDS ARE ARRANGED BY ORGANIZATIONAL SEGMENTS OF WPB AND BY SUBJECTS.
C. PUBLISHED HISTORIES OF WPB ACTIVITIES.
D. SPECIAL SUMMARY REPORTS.
E. TYPESCRIPT WRITINGS, SIMILAR IN TYPE AND CONTENT TO THE PUBLISHED HISTORIES EXCEPT THESE ARE USUALLY IN MORE DETAIL AND HAVE MORE TABULATIONS APPENDED.

4. THESE FILES ARE UNDER THE JURISDICTION OF THE WAR RECORDS BRANCH OF THE NATIONAL ARCHIVES AND MAY BE CONSULTED BY ANY EMPLOYEE OF THE FEDERAL GOVERNMENT, WITHOUT PRIOR CLEARANCE ACTION, UPON SATISFYING THE NATIONAL ARCHIVES THAT HIS REQUEST IS IN CONNECTION WITH OFFICIAL BUSINESS. THE SIMPLEST WAY TO AVOID EMBARASSMENT IS FOR THE REQUESTOR TO ASK THE RECORDS MANAGEMENT AND DISTRIBUTION BRANCH TO NOTIFY THE NATIONAL ARCHIVES OF HIS PROPOSED VISIT.

5. MOST OF THE WPB FILES AT THE NATIONAL ARCHIVES ARE IN CONSTANT DEMAND AND MUST BE USED WITHIN THE NATIONAL ARCHIVES BUILDING. ANY LOANS OF DOCUMENTS TO CIA WILL BE MADE TO THE RECORDS MANAGEMENT AND DISTRIBUTION BRANCH FOR THE REQUESTOR, RATHER THAN DIRECTLY TO VARIOUS INDIVIDUALS WITHIN THE AGENCY.

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6. A LARGE ACCUMULATION OF DETAILED FILES OF WPB ARE LOCATED IN THE FEDERAL RECORDS CENTER AT ALEXANDRIA, AND ARE UNDER THE JURISDICTION OF THE DEPARTMENT OF COMMERCE. ACCESS TO THESE FILES IS PERMITTED ONLY AFTER PERMISSION HAS BEEN OBTAINED IN WRITING, STATING THE NAMES OF INDIVIDUALS WHO WILL CONSULT THE FILES AND GIVING ASSURANCE THAT SUCH INDIVIDUALS HAVE BEEN FULLY CLEARED FOR SECURITY PURPOSES. AN EXCHANGE OF CORRESPONDENCE BETWEEN THE CIA RECORDS OFFICER AND THE CHIEF CLERK, DEPARTMENT OF COMMERCE NORMALLY WILL REQUIRE A WEEK. TIME WILL BE SAVED IF THE REQUESTING OFFICE IN CIA SPECIFIES THE FILES TO BE CONSULTED AND INCLUDES THE NAMES OF ALL PERSONS WHO WILL BE VISITING THE FEDERAL RECORDS CENTER. REQUESTORS ARE NOT PERMITTED TO ENTER THE STACK AREAS NOR TO DO THEIR OWN SEARCHING.

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